

OTZ TELEPHONE COOPERATIVE, INC.

U-13-065

FORM 481 SUPPORTING DOCUMENTATION

PART 3/3



OTZ TELEPHONE COOPERATIVE, INC.

346A Tundra Way
P.O. BOX 324
KOTZEBUE, ALASKA 99752
(907) 442-3114
(907) 442-2123 Fax
(800)478-3111 Toll Free

September 20, 2012

Noorvik IRA Council
Attn: Clara Brown, Administrator
PO Box 209
Noorvik, Alaska 99763-0209

Dear Ms. Brown:

Carl Weisner, OTZ's Operations Manager, will be soon contacting you regarding the documentation of work to be done in your community that previously took place on a more informal basis. As part of the Federal Communications Commission's recent Universal Service Transformation Order, telecommunications companies are now required to document that they have meaningfully discussed with tribal governments the topics listed out below:

1. A needs assessment and deployment planning with a focus on tribal community anchor institutions.
2. Feasibility and sustainability planning.
3. Marketing services in a culturally sensitive manner.
4. Rights of way processes, land use permitting, facilities siting, and environmental and cultural preservation review processes.
5. Compliance with Tribal business and licensing requirements.

Please call me if you have any questions.

Sincerely,

Doug Neal
CEO

cc: File

Tribal Government - Native Village of Selawik

Discussion Regarding OTZ's Tribal Engagement Responsibilities

Date	Time	Called Number	Person you spoke with	Summary of conversation	our initials
9/20/2012	11:43AM	907-484-2165	Tanya Ballot, Administrator	Information on ONAP & follow up Next IRA mtg 10/11/12 @ 1pm but this mtg wouldn't be a good time to meet w/ the council due to reorganization. Tanya will inform us of when the next mtg and then we can be put on the agenda.	AS CF
10/9/2012	9:30 AM	Stopped in	Tanya Ballot, Administrator	Triabl Telecommunication Service.	CW
10/31/2012	9:45 AM	907-484-2165	Nora Ramoth, Admin Assistant	Called for Tanya, she is out of the office until next week. Got her contact information.	CF
11/6/2012	11:00am	907-484-2165	Tracey Ramoth, Receptionist	Emailed questionnaire	CF
11/6/2012	11:04am	Email	Tanya Ballot, Administrator	Text Tanya of the email I sent, I would like to do a follow up.	CF
11/6/2012	11:06am	Text 484-6432	Tanya Ballot, Administrator	Tanya texted back informing me that she had already faxed the questionnaire couple weeks ago. I asked if she can have someone at the office to resend it if possible to 442-2338.	CF
11/6/2012	11:46 AM	return text	Tanya Ballot, Administrator	Invited Tanya to lunch, but she was unavailable.	CW
11/7/2012	11:59 AM	Stopped in	Tanya Ballot, Administrator	Tanya emailed completed questionnaire.	CF
11/15/2012	3:51PM	Email	Tanya Ballot, Administrator	Inquired about next council mtg date, which may be Dec. 18 at 1 PM; will confirm this in the afternoon when administrator arrives to the office. Requested OTZ to be on agenda. Also discussed monetary donation to Selawik Search & Rescue.	CJW
12/13/2012	9:10 AM	907-484-2165	Tillie Ticket, (Job Title)	Inquired about next Council meeting date and upcoming project list.	CJW
3/28/2013	9:34 AM	Email	Tanya Ballot, Administrator		

From: Carl Weisner [cweisner@otz.net]
Sent: Thursday, March 28, 2013 9:32 AM
To: 'tanya.ballot@akuligaq.org'
Cc: 'Tanya Ballot'
Subject: WLK IRA: Tribal Engagement

Good morning Tanya,

When is the Selawik IRA Tribal Council scheduled meet again? May I have an agenda when available?

What projects does the Tribe plan to carry out this summer? Please let me know.

Thanks,

Carl Weisner

OTZ Telecommunications, Inc.

907 442 1021 Office

907 995 2800 Cell

Tribal Government Questionnaire

Person Contacted/title Raven Sheldon, Transportation Planner

Date 11/15/12

OTZ Representative Cindy Fields

Needs Assessment and Deployment Planning

1. How can OTZ better assist you with your telecommunications needs?
less down time, Sometimes no Long distance when we need, including fax lines.
2. Are there community or anchor institutions in your community that have yet to receive telecommunications services?
None at this time.
3. Are there tribally driven economic development projects where OTZ and your organization could potentially work together to provide a new telecommunications service to your village?
None at this time.

Feasibility and Sustainability Planning

1. What would the challenges be to providing new telecommunications services to your village?
None besides mobilizing Equipment, we have no Equipment unless it is brought in.

Marketing Services in a culturally Sensitive Manner

1. Regarding marketing materials, are there ways that OTZ market its services in a more culturally sensitive manner?
More local media, Souther, Radio & VHF.

Rights of Way Processes, Land Use Permitting, Facilities Siting, Environmental and Cultural and Preservation Review Processes

OTZ is already required to adhere to strict regulations regarding environmental and cultural preservation. We are also required to make certain that we build our plant in the right-of-ways as designated by the village, and follow a host of other state and federal regulations as well.

1. Are there any additional tribal regulations or review processes that OTZ should be aware for your village? *No, Everything Should have been Signed by City of Selawik,*

Compliance with Tribal and Licensing Requirements

1. To provide telecommunications services, OTZ has in place a long list of federal and state licenses.

To provide telecommunications services in your village, are there any additional licensing requirements that OTZ is not aware of that we should have in place? *No.*

OTZ Telecommunications, Inc.
Tribal Engagement: Native Village of Selawik
Meeting between Carl Weisner, Operations Manager and Tanya Ballot, Administrator

Meeting Notes
August 3, 2012

State of AK grant
Enforcing underage drinking laws
Through Juneau (Health & Social Services)

Suicide prevention grant from Maniilaq

Thanksgiving basketball tournament
Pro-Life theme
Could use OTZ support

Youth culture camp
Every September
Five miles from town on the river
Involves all student body
Could use OTZ support
Coincides with national suicide awareness

Community clean up
Every Spring & Fall

Rural Cap
Energy efficiency project
9-month effort
Americore involved
Edward Ballot will travel to LA this Monday project

Roads & Housing program
Rehabs existing board walks
Redoing North and Ballot Street

House Fish & Wildlife person
Nicole Hanshaw

Tanya Ballot said she thinks we have a positive relationship.

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(907) 442-2123 Fax
(800)478-3111 Toll Free



September 20, 2012

Native Village of Selawik
Attn: Tanya Ballot, Administrator
PO Box 59
Selawik, Alaska 99770-0059

Dear Ms. Ballot:

Carl Weisner, OTZ's Operations Manager, will be soon contacting you regarding the documentation of work to be done in your community that previously took place on a more informal basis. As part of the Federal Communications Commission's recent Universal Service Transformation Order, telecommunications companies are now required to document that they have meaningfully discussed with tribal governments the topics listed out below:

1. A needs assessment and deployment planning with a focus on tribal community anchor institutions.
2. Feasibility and sustainability planning.
3. Marketing services in a culturally sensitive manner.
4. Rights of way processes, land use permitting, facilities siting, and environmental and cultural preservation review processes.
5. Compliance with Tribal business and licensing requirements.

Please call me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Doug Neal'.

Doug Neal
CEO

cc: File

Tribal Government - Shungnak IRA Council

Discussion Regarding OTZ's Tribal Engagement Responsibilities

Date	Time	Called Number	Person you spoke with	Summary of conversation	Your initials
9/20/2012	11:45AM	907-437-2163	Linda Lee, Administrator	Information on ONAP & follow up	AS
10/8/2012	2:40 PM	907-437-2163	Voicemail	Left voicemail for administrator	CJW
10/15/2012	10:52 AM	Received Call	Gary Tickett, Clerk	Provided overview of OTZ's tribal engagement responsibilities.	CJW
10/17/2012	10:09 AM	907-437-2163	Voicemail	Requested Callback Followed up regarding questionnaire.	CJW
11/7/2012	8:57 AM	907-437-2163	James Commack, BIA Roads Director	James informed me the Council moved meeting from Nov. 7 to Nov. 2 and appologized for not sending notice to OTZ. He said next meeting is Dec. 4.	CJW
12/11/2012	9:57 AM	Email	Gary Tickett, Clerk	Notified OTZ the next council meeting would be Dec. 14.	CJW
12/11/2012	10:06 AM	Email	Gary Tickett, Clerk	Requested to include OTZ on meeting agenda.	CJW
3/28/2013	9:19 AM	Email	Gary Tickett, Clerk	Inquired about next Council meeting date and upcoming project list.	CJW

From: Carl Weisner [cweisner@otz.net]
Sent: Thursday, March 28, 2013 9:27 AM
To: 'Gary Tickett'
Subject: SHG IRA: Tribal Engagement

Good morning Gary,

When is the Shungnak IRA Tribal Council scheduled meet again? May I have an agenda when available?

What projects does the Tribe plan to carry out this summer? Please let me know.

Thanks,

Carl Weisner

OTZ Telecommunications, Inc.

907 442 1021 Office

907 995 2800 Cell

Native Village of Shungnak
P.O. Box 73064
Shungnak, AK 99773
Ph: 907-437-2163 Fx: 907-437-2183

December 14, 2012
Regular Meeting Minutes

Call to Order: 10:04 AM

Moment of Silence: Observed

Roll Call:	Susie Sun- P	Dolly Custer- Exc.
	Ivan Lee- Abs.	George Douglas- P
	Melvin Lee- P	Nellie Griest- P
	Michael Tickett- P	

Staff:	Sally Custer- Abs.	James Commack Jr.- P
	Kathy Custer- P	Gary Tickett- P

Adoption of Past Minutes: November 2, 2012 – Susie motion to adopt past minutes, George second the motion. Past minutes adopted unanimously.

Approval of Agenda: Harry Commack added to New Business, Administrators Resignation moved to Executive Session. Michael made motion to approve agenda, Susie second it. Agenda approved.

Old Business:

- **House Renovation – Waiting for more information from Hiram, Jackie and Fred.**

New Business:

- **Harry Commack gravel presentation – Council will discuss more at Executive.**
- **MBOD Report – Nellie reported on her last Maniilaq board meeting.**
- **Resolution 2012-20 and 2012-21, George made motion to pass Resolutions 2012-20 and 21, Susie second the motion. Passed unanimously.**
- **Carl Weisner OTZ Telephone village outreach – Teleconference**
- **Trail Staking MOA, signed by Melvin, council agreed that Shungnak Search and Rescue will take care of the trail staking.**
- **Rural Small Business Conference**
- **NANANordic – Council agreed to join them, but cannot support financially.**

12:00 PM Recess

Executive Session: @4:00PM

- **Elder's Chore Service Provider applicants**
- **Administrators Resignation Letter**
- **Harry Commack's Plan**
- **Letter to Clinic about running trucks**

Comments:

Date & Time of Next Meeting: Call of the Chair

Adjournment: 4:40PM

Native Village of Shungnak
P.O. Box 73064
Shungnak, AK 99773
Ph: 907-437-2163 Fx: 907-437-2183

December 14, 2012
Regular Meeting Agenda

Call to Order:

Moment of Silence:

Roll Call:	Susie Sun-	Dolly Custer-
	Ivan Lee-	George Douglas-
	Melvin Lee-	Nellie Griest-
	Michael Tickett-	

Staff:	Sally Custer-	James Commack Jr.-
	Kathy Custer-	Gary Tickett-

Adoption of Past Minutes: November 2, 2012

Approval of Agenda:

Old Business:

- **House Renovation**

New Business:

- **MBOD Report**
- **Resolution for AVEC**
- **Administrator's Resignation**
- **Hydroelectric Support**
- **Carl Weisner – OTZ Telephone village outreach – Teleconference**
- **Trail Staking**
- **Rural Small Business Conference**
- **NANANordic**

Executive Session:

- **Elder's Chore Service Provider – 2 applications**

Comments:

Date & Time of Next Meeting:

Adjournment:



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KOTZEBUE, ALASKA 99752
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(800)478-3111 Toll Free

September 20, 2012

Shungnak IRA Council
Attn: Linda Lee, Administrator
PO Box 73063
Shungnak, Alaska 99773-0063

Dear Ms. Lee:

Carl Weisner, OTZ's Operations Manager, will be soon contacting you regarding the documentation of work to be done in your community that previously took place on a more informal basis. As part of the Federal Communications Commission's recent Universal Service Transformation Order, telecommunications companies are now required to document that they have meaningfully discussed with tribal governments the topics listed out below:

1. A needs assessment and deployment planning with a focus on tribal community anchor institutions.
2. Feasibility and sustainability planning.
3. Marketing services in a culturally sensitive manner.
4. Rights of way processes, land use permitting, facilities siting, and environmental and cultural preservation review processes.
5. Compliance with Tribal business and licensing requirements.

Please call me if you have any questions.

Sincerely,

Doug Neal
CEO

cc: File

Tribal Government - Maniilaq

Discussion Regarding OTZ's Tribal Engagement Responsibilities

Date	Time	Called Number	Person you spoke with	Summary of Conversation	Your initials
10/8/2012	2:43 PM	907-442-3321	Voicemail	Left voicemail for President/CEO	CJW
10/10/2012	2:20 PM	RECEIVED CALL	Barb Janitscheck, Tribal Gov't Admin	Discussed questionnaire.	CJW
10/17/2012	11:15 AM	907-442-3321	Voicemail	Left voicemail for Barb Janitscheck, Tribal Gov't Administrator regarding questionnaire response.	CJW
10/18/2012	10:30 AM	907-442-3321	Barb Janitscheck, Tribal Gov't Admin	Thanked her for completed questionnaire via voicemail.	CJW
10/30/2012	2:24 PM	907-442-3311	Voicemail	Requested call back.	CJW
10/31/2012	9:25 AM	907-442-3311	Paula Octuk, Assistant to CEO/Board	Confirmed on to Board mtg Agenda	CJW
11/7/2012	10:31 AM	907-442-3321	Barb Janitscheck, Tribal Gov't Admin	Confirmed committee meeting date change to Nov 14 at 8:30 am.	CJW
3/28/2013	1:25 PM	EMAILED	Barb Janitscheck, Tribal Gov't Admin	Inquired about next Tribal Gov't meeting and requested list of upcoming projects.	CJW

From: Carl Weisner [cweisner@otz.net]
Sent: Thursday, March 28, 2013 1:26 PM
To: 'Barbara Janitscheck'
Subject: Tribal Engagement: Maniilaq Association

Hi Barb,

When is the next Tribal Government scheduled meeting? May I have an agenda when available? Please let me know.

Thanks,

Carl Weisner

OTZ Telecommunications, Inc.

907 442 1021 Office

907 995 2800 Cell



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Memorandum

To: Doug Neal

Date: November 14, 2012

From: *Ann Sien*
 Ann Sien

Re: Tribal Engagement Maniilaq Assn

In order to comply with the Universal Service Transformation Order, I met with the Tribal Affairs Committee from Maniilaq Association. The committee included: Percy Ballot, Buckland; Gibson Moto, Deering; Ben Atoruk, Kiana; Eugene Monroe, Noatak; Colleen Sheldon, Kobuk; Nellie Greist, Shungnak; Robert Sampson, Noorvik; Eva Kinnavak, Point Hope; and Isabelle Booth, Kivalina. The staff included: Barbara Janitscheck; Kelly Gallahorn; Dean Lukin; Maija Lukin; Pearl Greist; Jackie Hill; Ella Lisbourne-Jessup; and Nathan Hadley Jr. I was introduced on the Agenda under item 7 as a Presentation – OTZ Telephone; I provided an overview of OTZ's responsibility to engage with Tribes with our region on the following subjects:

- A needs and deployment planning with a focus on Tribal community anchor institution;
- Feasibility and sustainability planning;
- Marketing services in a culturally sensitive manner;
- Rights of way processes, land use permitting, facilities siting, environmental and cultural preservation review processes; and
- Compliance with Tribal business and licensing requirements.

I was available for any question the committee may have had for OTZ; questions from the committee were asked about our services for Lifeline Linkup; price range on internet packages and when OTZ was coming to their village with cellular service. I replied letting the committee know that we do provide Lifeline Linkup for both telephone and cell phone, however you can only sign up for one or the other; I informed the committee that we have a price listing on our website of our internet packages and other services we provide; and finally shared that we have been approved for a loan to build out our cellular service and are working on the closing documents so we can install in the villages we have plans for the build out.

TRIBAL AFFAIRS COMMITTEE MEETING

Board Room Ferguson Building

November 14, 2012

8:30am

AGENDA

9am - break for
Lawson's update

1. CALL TO ORDER

2. OPENING PRAYER

3. ROLL CALL. Percy Ballot - BKC, Gibson Moto - DRG, Ben Atoruk - IAN,
Burt Janicheck, Eugene Morris - WTK, Colleen Sheldon - OBU, STK

4. INTRODUCTION OF STAFF & GUESTS

Kelly Gallahorn, Dean Lulci, Maja Lulci, Pearl Gncist, Ella Jessap
Sachin Hill, Nathan Hadley Jr.

5. APPROVAL OF AGENDA - ACTION ITEM

6. APPROVAL OF MEETING MINUTES OF SEPTEMBER 11, 2012 - ACTION ITEM

7. PRESENTATIONS - OTZ TELEPHONE - ~~CARL WEISNER~~ Ann Sue

8. TGS REPORTS

a. Administrator

b. Directors & Program Managers

9. OLD BUSINESS

10. NEW BUSINESS

11. DATE & TIME OF NEXT MEETING

12. ADJOURN

Tribal Government Questionnaire

Person Contacted/title Barbara Janitschek, Administrator Tribal Government Services
Date 10/10/12
OTZ Representative Cari Weisner

Needs Assessment and Deployment Planning

1. How can OTZ better assist you with your telecommunications needs?

I am currently satisfied with services except that Alaska is rated at the top as a state with low speed internet service.

2. Are there community or anchor institutions in your community that have yet to receive telecommunications services?

I believe all needs have been met, just need to focus on new customers as they become known.

3. Are there tribally driven economic development projects where OTZ and your organization could potentially work together to provide a new telecommunications service to your village?

Not aware of any.

Feasibility and Sustainability Planning

1. What would the challenges be to providing new telecommunications services to your village?

Receiving fast internet service in all villages, including Ketebe as the largest village.

Marketing Services in a culturally Sensitive Manner

1. Regarding marketing materials, are there ways that OTZ market its services in a more culturally sensitive manner?

I can't think of any better way than what you are already doing; keep up the good marketing job!

Rights of Way Processes, Land Use Permitting, Facilities Siting, Environmental and Cultural and Preservation Review Processes

OTZ is already required to adhere to strict regulations regarding environmental and cultural preservation. We are also required to make certain that we build our plant in the right-of-ways as designated by the village, and follow a host of other state and federal regulations as well.

1. Are there any additional tribal regulations or review processes that OTZ should be away for your village?

Not that I'm aware of.

Compliance with Tribal and Licensing Requirements

1. To provide telecommunications services, OTZ has in place a long list of federal and state licenses.

To provide telecommunications services in your village, are there any additional licensing requirements that OTZ is not aware of that we should have in place?

No.



YOUR LOCAL TELECOMMUNICATIONS COMPANY

Memorandum

To: Doug Neal
From: Carl Weisner *CW*
Date: October 4, 2012
Re: Tribal Engagement: Maniilaq Association

In order to comply with the Universal Service Transformation Order, I met with officials from Maniilaq Association. These officials included Nate Kotch, Vice President; Barbara Janitscheck, Administrator of Tribal Government Services; and Lucy Nelson, Finance Director. In our conversation, I provided an overview of OTZ's responsibility to engage Tribes within the Northwest Arctic Borough on the following subjects:

- A needs assessment and deployment planning with a focus on Tribal community anchor institutions;
- Feasibility and sustainability planning;
- Marketing services in a culturally sensitive manner;
- Rights of way processes, land use permitting, facilities siting, environmental and cultural preservation review processes; and
- Compliance with Tribal business and licensing requirements.

I also expressed my interest in meeting with Ian Erlich, President and CEO, as well as the board of directors at the next opportunity. Mr. Kotch agreed to include OTZ in Maniilaq's November board meeting agenda and Ms. Janitscheck agreed to include OTZ in a November board committee meeting. In response, I said OTZ was excited about an effective exchange of information between Tribal governments and OTZ concerning the deployment and improvement of telecommunications services on Tribal lands.

cc: File

Record of Meetings of Outreach Coordinators



OTZ TELEPHONE COOPERATIVE, INC.

P.O. BOX 324
KOTZEBUE, ALASKA 99752
(907) 442-3114
FAX (907) 442-2123
1-800-478-3111

To: Tribal Involvement Education File

Date – October 4, 2012

Subject: Village outreach meeting regarding tribal involvement Responsibilities of OTZ

Meeting Moderator: Doug Neal

Those in attendance: Carl Weisner, Operations Manager, Brenda Schaeffer, Accounting Supervisor,
Cindy Fields, Billing Clerk, Jason Nantele IT Specialist, Mark Iten, ISP Manager

As a group, we met to discuss the share-ware software that we will be using to keep track of all of our contacts and documents related to our outreach efforts in the villages.

A handwritten signature in black ink, appearing to read "Doug Neal". The signature is written in a cursive, flowing style.

Doug Neal, CEO

To: Tribal Involvement Education File

Date – October 4, 2012

Subject: Village outreach meeting regarding tribal involvement Responsibilities of OTZ

Meeting Moderator: Doug Neal

Those in attendance: Carl Weisner, Operations Manager, Brenda Schaeffer, Accounting Supervisor, Cindy Fields, Billing Clerk, Ann Sieh, Community Outreach Coordinator

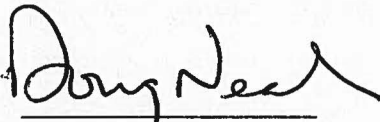
As a follow-up to our initial contacts with the villages, we met as a group to discuss our responsibilities as an ETC to Kotzebue and the villages in our region. We discussed documentation related to the outreach efforts that we must do to meet our obligations as an ETC. To better educate the villages about our responsibilities, we broke the villages out as follows:

Brenda Schaeffer - Noatak (She is from Noatak)

Cindy Fields – Selawik (She is from Selawik)

Carl Weisner, Kivalina, Shungnak (He is from Shungnak), Kotzebue, Ambler, Kobuk, Kotzebue IRA, Shungnak

Ann Sieh, Buckland, Deering, Kiana, Noorvik

A handwritten signature in black ink, appearing to read "Doug Neal", written over a horizontal line.

Doug Neal, CEO

✓ ABL called 9/19 2pm

Native Village of ABL
Gen Mgr
Admin: Virginia Commack
445-2196
PO Box 47 99786

✓ OTZ called 9/20 11:35am
Kotzebue IRA Council
Admin: Dennis Tiepelman
442-3467
PO Box 296 99752

✓ BKC called 9/19 2:05pm
Buckland IRA Council
Admin: Mona Washington
494-2171
PO Box 67 99727

✓ WTK called 9/20 11:40am
Noatak IRA
Admin: ~~Herbert Walter Sr~~
485-2173
PO Box 89 99761

✓ DRG called 9/20 11:30am
Deering IRA Council
Admin: Susie Fleming
363-2138
PO Box 36089 99736

✓ ORV called 9/20 11:41am
Noorik IRA
Admin: Clara Brown
636-2144
PO Box 209 99763

✓ IAN called
Kiana Traditional Council
Admin: ~~No Answer~~
475-2109 9/19 @ 2:30pm
9/20 @ 11:32am
PO Box 69

✓ WLK called 9/20 11:43
Native Village of Selavik
Admin: Tanya Ballot
484-2165
PO Box 59 99770

✓ KVL called 9/19 2:10pm
Kivalina IRA Council
Admin: Stanley Hawley
445-2153
PO Box 50051 99750

✓ SHG called 9/20 11:45am
Shungnak IRA
Admin: Linda Lee
937-2163
PO Box 73063 99773

✓ BU called
Bulk Traditional Council
Admin: ~~No Answer~~
-2203 9/19 @ 2:11pm
9/20 @ 11:32am
PO Box 51039 99751

Doug Neal

From: Heim.Shannon@dorsey.com
Sent: Wednesday, October 03, 2012 7:56 AM
To: michael.burke@acsalaska.net; coconnor@mta-telco.com; Stevem@astac.net; afezatte@aktcpa.com; aguerriero@brenalaw.com; bdunn@telalaska.com; bshepard@telalaska.com; chelle@yukontel.com; clover@astac.net; DANL@city.ketchikan.ak.us; ddengel@cvtc.org; ddt@khe.com; Rosston.Dick@dorsey.com; nalaska@yukontel.com; doug.devore@mscon.com; dneal@otz.net; gray.nunez.elizabeth@dorsey.com; foote.george@DORSEY.com; jcannon@summittelephonecompany.net; Jodi@astac.net; joem@lbblawyers.com; Johnson.Patty@dorsey.com; drcr@mtaonline.net; kbahr@mta-telco.com; lvarner@summittelephonecompany.net; lois@burkewatson.com; mike.g@aptalaska.com; mbarnett@aktcpa.com; mmegli@nushagak.coop; pmurphy@cvtc.org; paul@ctcak.net; manager@BristolBay.com; v_vania@telalaska.com
Subject: RE: Tribal Engagement Open Thread
Attachments: Tribal Engagement Summary-v1.doc

Good Morning—

Sorry we were a little slow on the draw, but Dorsey drafted a memo outlining your obligations regarding tribal engagement. How you keep track of your contacts with each entity is flexible, but keeping a record is mandatory. Make sure your first contact is by certified letter so you have a record of all of the contacts you made. Any phone call should be logged and any email correspondence saved. It is a hassle, but it will make your reporting much easier!

Shannon

From: michael.burke@acsalaska.net [mailto:michael.burke@acsalaska.net]
Sent: Tuesday, October 02, 2012 1:34 PM
To: 'Christine O'Connor'; 'Steve Merriam'; 'Anna Fezatte'; 'Anthony Guerriero'; 'Bob Dunn'; 'Brenda Shepard'; 'Chelle'; 'Clover McNeil'; 'Dan Lindgren'; 'Dave Dengel'; 'Dean Thompson'; Rosston, Dick; 'Don Eller'; 'Doug DeVore'; 'Doug Neal'; Gray Nunez, Elizabeth; Foote, George; 'Jan Cannon'; 'Jodi Forsland'; 'Joe Moran'; Johnson, Patty; 'Julie Donn'; 'Ken Bahr'; 'Lecil Varner'; 'Lois Watson'; 'Michael Garrett'; 'Michelle Barnett'; 'Mike Megli'; 'Pam Murphy'; 'Paul Kelly'; Heim, Shannon; 'Todd Hoppe'; 'Veronica Vania'
Subject: RE: Tribal Engagement Open Thread

I don't think you can go wrong if the Village is asking for a certain person to attend.

Thanks,

Michael C. Burke
 Burke Watson, Inc.
 PO Box 241872
 Anchorage, AK 99524-1872
 907-248-7217 (office/fax)
 907-440-0540 (cell)

From: Christine O'Connor [mailto:coconnor@mta-telco.com]
Sent: Tuesday, October 02, 2012 10:26 AM
To: Steve Merriam; michael.burke@acsalaska.net; 'Anna Fezatte'; 'Anthony Guerriero'; 'Bob Dunn'; 'Brenda Shepard'; 'Chelle'; 'Clover McNeil'; 'Dan Lindgren'; 'Dave Dengel'; 'Dean Thompson'; 'Dick Rosston'; 'Don Eller'; 'Doug DeVore'; 'Doug Neal'; 'Elizabeth Gray'; 'George Foote'; 'Jan Cannon'; Jodi Forsland; 'Joe Moran'; 'Johnson, Patty'; 'Julie Donn'; Ken Bahr; 'Lecil Varner'; Lois Watson; 'Michael Garrett'; 'Michelle Barnett'; 'Mike Megli'; 'Pam Murphy'; 'Paul Kelly'; Heim.Shannon@dorsey.com; 'Todd Hoppe'; 'Veronica Vania'
Subject: RE: Tribal Engagement Open Thread

The second Village we are meeting with specifically asked if the salesperson is coming. It would be just weird to exclude her. She's so good that she is the face of MTA to these customers and they rely on her. They would wonder what our problem was if we didn't bring her. If the whole idea is to identify needs and meet them – that's WHAT SHE DOES EVERY DAY!

OK – I'll stop. But gee, whiz...

Christine

761.2521

From: Steve Merriam [<mailto:Stevem@astac.net>]

Sent: Tuesday, October 02, 2012 9:42 AM

To: Christine O'Connor; michael.burke@acsalaska.net; 'Anna Fezatte'; 'Anthony Guerriero'; 'Bob Dunn'; 'Brenda Shepard'; 'Chelle'; 'Clover McNeil'; 'Dan Lindgren'; 'Dave Dengel'; 'Dean Thompson'; 'Dick Rosston'; 'Don Eller'; 'Doug DeVore'; 'Doug Neal'; 'Elizabeth Gray'; 'George Foote'; 'Jan Cannon'; 'Jodi Forsland'; 'Joe Moran'; 'Johnson, Patty'; 'Julie Donn'; 'Ken Bahr'; 'Lecil Varner'; 'Lois Watson'; 'Michael Garrett'; 'Michelle Barnett'; 'Mike Megli'; 'Pam Murphy'; 'Paul Kelly'; Heim.Shannon@dorsey.com; 'Todd Hoppe'; 'Veronica Vania'

Subject: RE: Tribal Engagement Open Thread

Charlie Carpenter is in Wainwright today to conduct our first engagement meeting. He phoned me this morning asking if it would make sense to have our Board member attend the meeting if they were willing. I had initially put just such a suggestion in our cover letter but removed it since it might be seen as circumventing "the process" even though our Board member is likely the most knowledgeable telecommunications person in the village. We are going to ask each Board member if they'd like to attend but won't formalize it in writing. It would make way too much sense to have the elected Board member serve as communications counsel for the Native Village and continue the meaningful dialog (otherwise known as quarterly Board meetings). I told Charlie where his thinking was flawed, using a quote attributed to Conrad Burns from Montana (at least that's how I remember it being cited). "Washington D.C. is 12 square miles of logic free zone."

From: Christine O'Connor [<mailto:coconnor@mta-telco.com>]

Sent: Tuesday, October 02, 2012 9:31 AM

To: michael.burke@acsalaska.net; Steve Merriam; 'Anna Fezatte'; 'Anthony Guerriero'; 'Bob Dunn'; 'Brenda Shepard'; 'Chelle'; 'Clover McNeil'; 'Dan Lindgren'; 'Dave Dengel'; 'Dean Thompson'; 'Dick Rosston'; 'Don Eller'; 'Doug DeVore'; 'Doug Neal'; 'Elizabeth Gray'; 'George Foote'; 'Jan Cannon'; 'Jodi Forsland'; 'Joe Moran'; 'Johnson, Patty'; 'Julie Donn'; 'Ken Bahr'; 'Lecil Varner'; 'Lois Watson'; 'Michael Garrett'; 'Michelle Barnett'; 'Mike Megli'; 'Pam Murphy'; 'Paul Kelly'; Heim.Shannon@dorsey.com; 'Todd Hoppe'; 'Veronica Vania'

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I've got some discomfort about that list as well, because it's up to us to make sure an identify the Villages in our study area. I think we're ok since we have a small number, but it would be easy to miss one if the name was not familiar!

Christine

761.2521

From: michael.burke@acsalaska.net [<mailto:michael.burke@acsalaska.net>]

Sent: Tuesday, October 02, 2012 9:28 AM

To: 'Steve Merriam'; 'Anna Fezatte'; 'Anthony Guerriero'; 'Bob Dunn'; 'Brenda Shepard'; 'Chelle'; Christine O'Connor; 'Clover McNeil'; 'Dan Lindgren'; 'Dave Dengel'; 'Dean Thompson'; 'Dick Rosston'; 'Don Eller'; 'Doug DeVore'; 'Doug Neal'; 'Elizabeth Gray'; 'George Foote'; 'Jan Cannon'; 'Jodi Forsland'; 'Joe Moran'; 'Johnson, Patty'; 'Julie Donn'; 'Ken Bahr'; 'Lecil Varner'; 'Lois Watson'; 'Michael Garrett'; 'Michelle Barnett'; 'Mike Megli'; 'Pam Murphy'; 'Paul Kelly'; Heim.Shannon@dorsey.com; 'Todd Hoppe'; 'Veronica Vania'

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Thanks Steve. How did you go about verifying the FCC POC List if it was outdated?

Thanks,

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From: Steve Merriam [<mailto:Stevem@astac.net>]

Sent: Tuesday, October 02, 2012 9:24 AM

To: michael.burke@acsalaska.net; 'Anna Fezatte'; 'Anthony Guerriero'; Bob Dunn; Brenda Shepard; 'Chelle'; Christine O'Connor; Clover McNeil; Dan Lindgren; Dave Dengel; Dean Thompson; Dick Rosston; Don Eller; Doug DeVore ; Doug Neal; 'Elizabeth Gray'; 'George Foote'; 'Jan Cannon'; Jodi Forsland; 'Joe Moran'; Johnson, Patty; 'Julie Donn'; Ken Bahr; 'Lecil Varner'; Lois Watson; Michael Garrett; 'Michelle Barnett'; Mike Megli; Pam Murphy; 'Paul Kelly'; Shannon Heim; Todd Hoppe; Veronica Vania

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In outline form:

- Established the ASTAC Lead Team for Engagement.
- Verified POC's for the different Tribal Entities (The FCC POC list was mostly outdated).
- Sent cover letter to POCs explaining why we are requesting a meeting, extracting ONAP language. Attached to the cover letter was a Tribal Pre-Meeting Questionnaire for the tribal entity to consider answers to (extracted right out of DA 12-1165). This was sent certified mail, return receipt. We scanned all ten outgoing receipts.
- When all ten return receipts were received for the cover letter/Pre-Meeting Questionnaire, they were scanned. All documents are stored in Share Point and all Lead Team members have access to that information.
- Created a contact log to document follow up calls to set up a meeting (Date, Time, Number called, person we spoke with, initials of Lead Team member and a synopsis of the conversation.) This will allow any of us to see the status of each engagement.
- Created an ASTAC Pre-Meeting Questionnaire (taken from the 5 major requirements in 12-1165) and Lead Team worked on the answers. These become our talking points when engaging (consistency of message). We role played scenarios that might come up in the engagement. We will leave behind a copy that the Tribal Entity can use to document our conversation if they voluntarily comply with that particular unfunded request.
- We are doing Tribal Engagement in the villages at the same time we make an annual visit for our big marketing and sales campaign, SWOOSH, a free throw competition where the winner gets airfare, hotel and tickets for two to the Great Alaska Shootout. The ASTAC Lead team member can help with SWOOSH when they aren't in engagement. As another cost cutting idea unrelated to Tribal Engagement, we are also going to do some of our non-election of Director annual meetings during this same trip, starting next year.
- We will do a follow up letter thanking them for the engagement along with any feasibility and sustainability business cases, again certified mail, return receipt.
- If an entity doesn't want to meet, we will request an email or letter from them stating so. If they won't do so, we will document the conversation in the contact log.